



Certification/Endorsement Support Documents for Educators

Requirements for the Assistant Superintendent Certificate (015)

Please see below for the requirements to qualify for both a conditional and/or professional certificate. Please note that the endorsement code is 015, which will be used throughout the application process. If you believe you qualify for either a conditional or professional certificate, please submit an initial application through our online MEIS system.

This certificate allows the holder to serve as assistant superintendent, principal, assistant principal, career and technical education administrator, assistant career and technical education administrator, teaching principal or curriculum coordinator.

Three-year conditional certificate requirements include:

- (1) Section A
- (2) at least five areas, including areas 1 and 2, in Section C Part I, **OR** Section C Part II

Five-year professional certificate requirement includes:

- (1) all of Section A
- (2) all of Section B
- (3) section C Part I **OR** Part II
- (4) all of Section D

NOTE: The number in () indicates the number of semester hours required.
Section A:
1. Bachelor's degree conferred
2. Three years of satisfactory public or private teaching experience
3. One year of satisfactory administrative experience
4. Master's degree from an accredited institution
5. Background check approval (CHRC) – based on fingerprints
SECTION B:
1. Federal and Maine Civil Rights and Education Laws (3)
2. Special Education Law (3)
SECTION C: Part I
1. School Finance and Budget
2. Supervision and Evaluation of Personnel
3. Organizational Theory and Planning

4. Community Relations
5. Educational Leadership
6. Instruction Leadership
7. Curriculum Development
8. Cultural Differences
9. Ethical Decision Making
SECTION C: Part II
School Superintendent Assessment: Test 6691 Score 162
SECTION D:
Teaching exceptional students in the regular classroom (3)

Helpful Tips:

- For fingerprint information please visit: <https://www.maine.gov/doe/cert/fingerprinting>
- To register for a PRAXIS exam please visit www.ets.org/praxis/me/requirements.
- Qualified courses must be 100 level or higher from a four-year accredited college offering a bachelor's degree. To get pre-approval for a course to fulfill a requirement, please email title of course and course description to cert.doe@maine.gov